



Dart Express Net
Cash Management
User Manual

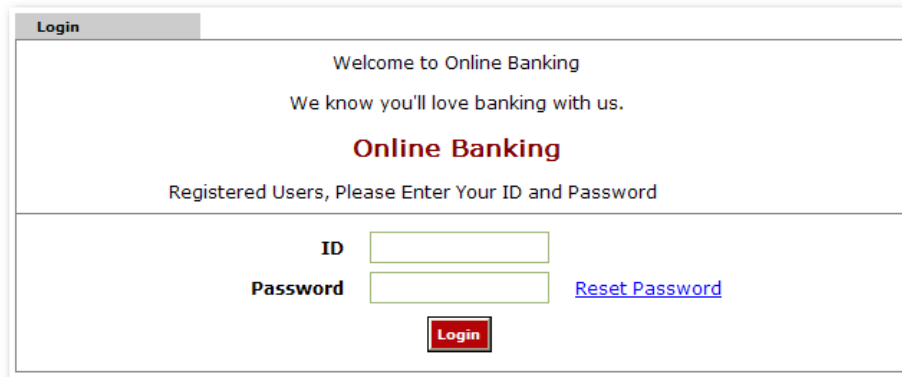
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Logging In

Enter the ID assigned by the bank in the ID field and the last four digits of the company's Federal Tax ID number in the Password field. All users in your company share this ID and Password. Be sure to safely and appropriately communicate it between your users.

Initial Sign On (for Company)



The screenshot shows a web browser window with a tab titled "Login". The page content includes a welcome message: "Welcome to Online Banking" and "We know you'll love banking with us." Below this, the heading "Online Banking" is displayed in red. A sub-header reads "Registered Users, Please Enter Your ID and Password". The login form consists of two input fields: "ID" and "Password". To the right of the Password field is a blue link labeled "Reset Password". At the bottom center of the form is a red "Login" button.

FIELD DESCRIPTIONS

ID: The 12 digit number assigned by the bank during your account setup.

Password: The last four digits of the company's Tax ID Number (default).

Reset Password: To use this feature you must have entered an email address, Personal Question and Personal Question answer in the Options page. Click on the link if your password becomes locked and follow the instructions to reset your password.

PROCEDURES

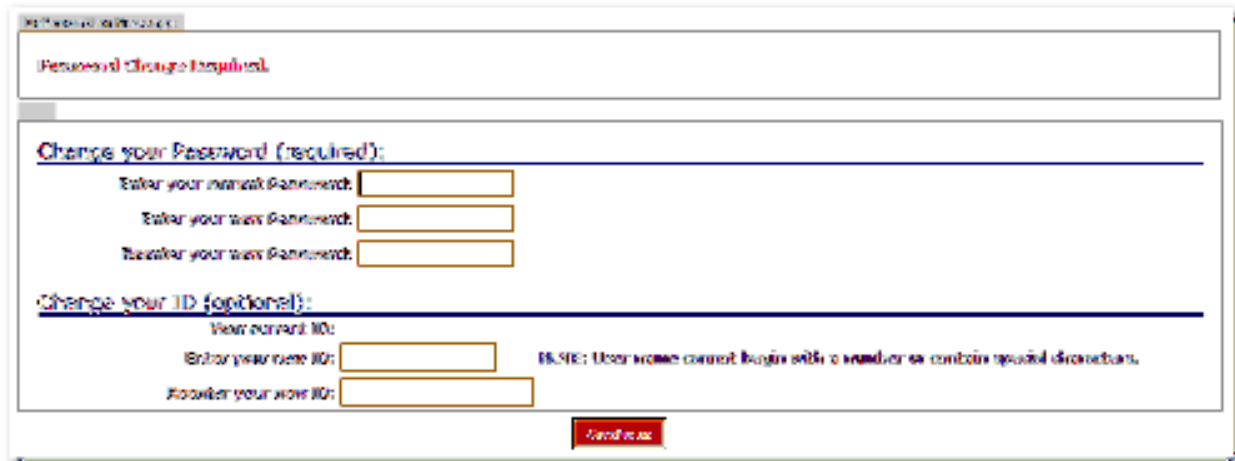
Type the appropriate ID or ID Field, then click in or tab to the Password field.

Type the appropriate Password in the Password field

Click **Submit**.

Changing Your Password

The first time you sign on, or when your password has expired, you will be required to change your password for security reasons. All users in your company share this initial ID & Password. Be sure to safely and appropriately communicate it between your users.



The screenshot shows a web browser window with a title bar that says "Web Browser - 10/10/2010 10:10:10 AM". The page has a red header bar with the text "Password Change Required". Below this, the main content area is titled "Change your Password (required):" in blue. It contains three input fields: "Enter your current Password:", "Enter your new Password:", and "Re-enter your new Password:". Below these is a section titled "Change your ID (optional):" in blue, which contains two input fields: "Enter your new ID:" and "Re-enter your new ID:". To the right of the "Enter your new ID:" field, there is a note: "NOTE: User names cannot begin with a number or contain special characters." At the bottom right of the form is a red "Submit" button.

FIELD DESCRIPTIONS

Current Password: The password that has just expired or your default password if you are a new user or have had your password reset.

Enter your new Password: The xxx digit password of your choice. This must contain xxx.

Re-enter your new password: Re-type the xxx password from the previous field.

PROCEDURES

Type the appropriate password in the current password field, then click or tab to the next field.

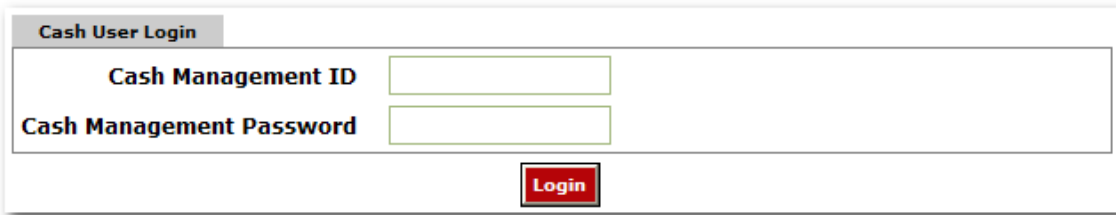
Type the new xxx password of your choice, then click or tab to the next field.

Re-enter the exact xxx password that you entered in the previous field.

Click **Submit**.

Cash User Login Screen

Enter the Cash User ID and Password assigned by the bank. This ID is unique to each user.

The image shows a login form titled "Cash User Login" in a grey header. Below the header is a white box containing two input fields. The first field is labeled "Cash Management ID" and the second is labeled "Cash Management Password". Both labels are in bold. Below these fields is a red button with the word "Login" in white text.

Cash User Login	
Cash Management ID	<input type="text"/>
Cash Management Password	<input type="password"/>
<input type="button" value="Login"/>	

FIELD DESCRIPTIONS

Cash Management ID: The unique ID of each Cash Management User. IDs are case sensitive.

Cash Management Password: The password established for your Cash User ID. Passwords are case sensitive.

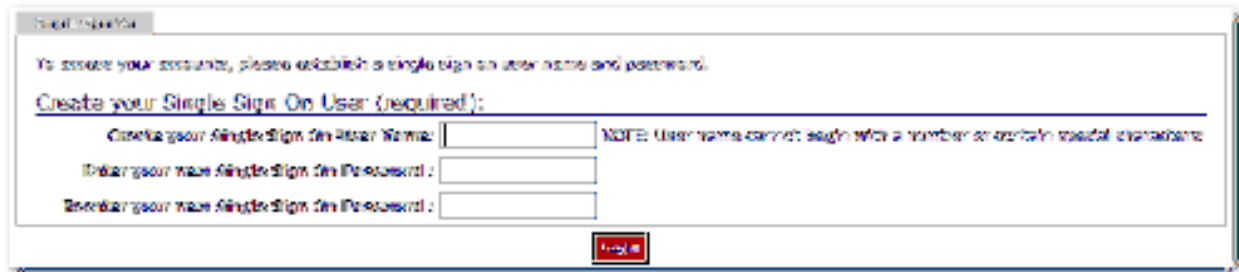
PROCEDURES

Type the appropriate User Name in the Cash Management ID field, then click in or tab to the Password field.

Type the appropriate Password in the Cash Management Password field.

Click **Login**.

Cash Management User Single Sign On



The screenshot shows a web browser window with a title bar that says "Cash Management User". Inside the window, there is a message: "To access your accounts, please establish a single sign on user name and password." Below this, a section titled "Create your Single Sign On User (required):" contains three input fields. The first field is labeled "Create your Single Sign On User Name:" and has a note to its right: "NOTE: User name cannot begin with a number or contain special characters". The second field is labeled "Enter your new Single Sign On Password:" and the third is labeled "Re-enter your new Single Sign On Password:". At the bottom right of the form area is a red button with the text "Login" in white.

Upon initial login, and Cash User password change, you will be prompted to enter a new, unique Single Sign On ID and Password. This ID and Password will be used as the signon information on all subsequent logins. Each time you log in you will enter this information in the ID and Password fields versus the login for the company.

Navigation



Note: All available modules are displayed here. Modules enabled for the user will depend on your user access.

Options for each module are located within the tab for that module. Click the tab to access the available options for each online banking module.

FIELD DESCRIPTIONS

Main: Access accounts and account activities, view interest rates, and order checks.

Bill Payment: Establish payees, schedule and review bill payments and bill payment history.

Cash Manager: Access the ACH, Wire, and ARP modules, User administration, and Reporting.

Options: Change PIN/Password information, email address, Account settings, default Display options, and establish Alerts.

Account Listing Page

Deposit Accounts ?			View: 5 10 20 50 100 ALL accounts per page
Account (click for details)	Balance:	Status:	
Payroll	655,509.26		Select option...
Operations	488,787.16		Select option...
Accounts Payable	106,065.18		Select option...
Missouri Offices	155,434.78		Select option...
Kansas Offices	1,447,371.86	New	Select option...
Loan Accounts ?			
Account (click for details)	Balance:	Status:	
Inventory	35,000.00	Past due	Select option...
Customer Summary Information			
8 Deposit accounts with a total balance of 2,848,788.18 1 Loan accounts with a total balance of 35,000.00			
You last accessed your WebTeller account on Tuesday April 22, 2008 03:11:18 PM Central Time You have accessed WebTeller 36 times since Apr 17, 2008 03:06:06 PM Reset this counter			

Note: All available fields are displayed here. Fields enabled for the user will depend on your user access.

Accounts are separated into three categories: Deposit, Loan, and Other. You will only see categories and accounts to which you have been given access.

FIELD DESCRIPTIONS

Balance: This is the account's <available or ledger> balance.

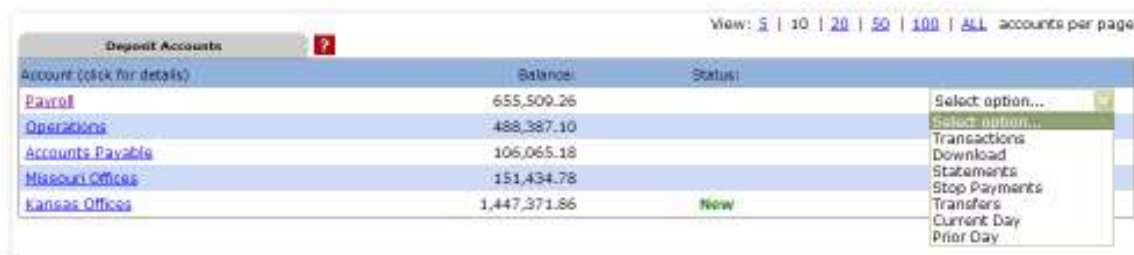
Status: The status of the account – New, Dormant or Closed.

Customer Summary Information: This summarizes the total dollar amount in your deposit accounts as well as any loan accounts.

Reset Counter: Click the Reset Counter link in the Customer Summary Information section to reset the access counter.

View: Change the number of accounts displayed per page. Select a default display setting under Options > Display Settings.

Account Activity Options



The screenshot shows a web interface for 'Deposit Accounts'. At the top right, it says 'View: 5 | 10 | 20 | 50 | 100 | All accounts per page'. The table has three columns: 'Account (click for details)', 'Balance', and 'Status'. The 'Payroll' account is selected, and a dropdown menu is open showing options: 'Select option...', 'Transactions', 'Download', 'Statements', 'Stop Payments', 'Transfers', 'Current Day', and 'Prior Day'.

Account (click for details)	Balance	Status
Payroll	655,509.26	
Operations	488,387.10	
Accounts Payable	106,065.18	
Missouri Offices	151,434.78	
Kansas Offices	1,447,371.86	New

Drop-Down Menu Activities

Transactions: View transactions posted to your account, view images, and search for specific transactions.

Download: Download transaction history in different formats (Microsoft Money, Spreadsheet, etc.)

Stop Payments: Add or view stop payments for your account.

Transfers: Add, view, edit or delete account-to-account funds transfers. Transfers that have been set up by the bank cannot be edited or deleted.

Current Day: Displays current day information for the selected account. This information is updated throughout the day.

Prior Day: Displays prior day information for the selected account. This information is updated nightly.

Statements: View your account statements. Statement history is available for up to <x> months.

Transactions

Main	Bill Payment	Cash Manager	Options
Accounts	»Transactions	Transfers	Stop Payments
»Current Transactions	Download	Search	Statements

Transactions Sub-Menu Navigation Options

Current Transactions: View recent transactions.

Download: Download transactions in to Personal or Commercial Financial Management software, or as a text file or spreadsheet.

Search : Search for specific transactions that have posted to your account.

Current Transactions		View Range: Since Last Statement 7 Days 15 Days 30 Days			
Date:	Ref/Check No.	Description:	Debit:	Credit:	Balance:
10/03/2006		TEL DESCR TRACY'S TURTLES CCD 789456123 123456789	(29.00)		11,676.95
10/03/2006		TEL DESCR TRACY'S TURTLES CCD 789456123 12345678901Q3	(1.00)		11,675.95
10/03/2006		TAXPAYMENT TRACY'S TIES CCD 857459963 187951234	(1.00)		11,674.95
10/04/2006		ACH TRACY'S TIES CCD 857459963 123456789	(4.00)		11,670.95
10/05/2006		ACH TRACY'S TIES PPD 857459963 081504651091635 857459963		5.00	11,675.95
10/10/2006		Stop Payment Charge	(20.00)		11,655.95

Transactions can be sorted by clicking on the column header. Columns available for sorting are Date, Ref/Check No., Debit, and Credit.

FIELD DESCRIPTIONS

View Range: Change the number of transactions displayed. Select a default display setting under Options > Display Settings.

Transfers

Main	Bill Payment	Cash Manager	Options	
Accounts	Transactions	»Transfers	Stop Payments	Statements
»New	Pending	History		

Transfers Sub-Menu Navigation Options

New: Schedule new funds transfers.

Pending: View, Edit, and Delete scheduled transfers.

History : View processed transfers.

Transfer Funds

* Denotes required field

* Transfer funds from: Accounts Payable Available Funds: 106,065.18

* Transfer funds to: Select option...

Payment options: None

* Transfer amount: ,

* Frequency: One Time

* Transfer Date: 04/23/2008

Transfer memo:

Submit

PROCEDURES – Add Funds Transfer

Transfers funds from: The account that will be debited for the funds transfer.

Transfer funds to: The account that will be credited.

Payment Options: Payment options are available if you are transferring to a loan account.

Transfer Amount: The dollar amount of the funds transfer.

Frequency: How often the transfer will occur. Options include One-Time, Weekly, Bi-Weekly, Semi-Monthly and Monthly. (Depending on the frequency selected, additional fields will display on the page – e.g. expiration date, day of month, etc.).

Transfer Date: Enter the date that the transfer should happen.

Transfer Memo: Enter any descriptive information for the funds transfer. This information displays with the transaction and on your statement.

PROCEDURES – Review and Confirm Funds Transfer

Transfer Confirmation ?

Schedule **Review** Finish

Transfer funds from: **Accounts Payable**
Transfer funds to: **Operations**
Payment options: **No payment type applicable.**
Amount to transfer: **500.00**
Frequency: **One Time**
Scheduled Date: **04/23/2008**
Memo:

Confirm **Edit** **Cancel**

Review the Funds Transfer information and click **Edit** to change the information, or click **Confirm** to complete the transfer.

Transfer Confirmation ?

Schedule Review **Finish**

Current date: April 23, 2008 Current time: 11:20:23 AM

Transfer from account: Accounts Payable
Transfer to account: Operations

Transfer amount: \$500.00
Date: January 23, 2008
Transfer description: Internal Business Transfer

Your transfer of funds has been scheduled.

CONFIRMATION MESSAGE

INSTRUCTIONS

Please contact your auditor for more information.

Add Another Transfer

After confirmation a transfer summary and confirmation number display. Retain this information for your records. Click **Add Another Transfer** to enter another transfer of funds, or click **Pending** in the navigation menu to review any scheduled transfers.

Stop Payments

The screenshot shows a software interface with a top navigation bar containing 'Main', 'Bill Payment', 'Cash Manager', and 'Options'. Below this is a sub-menu bar with 'Accounts', 'Transactions', 'Transfers', 'Stop Payments', and 'Statements'. The 'Stop Payments' option is selected. Below the sub-menu, there is a 'View Issued Stop Payments for:' dropdown menu set to 'Accounts Payable'. A table titled 'Issued Stop Payments' displays the following data:

Account:	Check Number:	Amount:	Payee:	Issue Date:	
Accounts Payable	1234	\$1.00	Jerry Smith	04/21/08	View

Stop Payment Sub-Menu Navigation Options

Current: View Stop Payment placed on the selected account.

New: Place a new Stop Payment on the select account.

The screenshot shows the 'New Stop Payment' form. It includes a 'Notes * Required Field' section. The form fields are:

- Add Stop Payment for Account: Accounts Payable
- * Check Date: 04/23/2008
- * Start Check Number: [empty]
- * Amount: \$ [empty] = [empty]
- * Payee: [empty]
- Remarks: [empty]

At the bottom, there are 'Submit' and 'Cancel' buttons.

PROCEDURES – Add a Stop Payment

Add Stop Payment for Account: Select the account to which you want to add the Stop Payment.

Check Date: Enter the date the check was issued.

Check Number: Enter the number of the check for which you are placing the stop.

Amount: Enter the dollar amount of the check.

Payee: Enter the name of the person or company to which you issued the check.

Remark: Enter any remarks about the item or stop payment (e.g. lost check, duplicate).

Click **Submit** to review the Stop Payment information.

PROCEDURES – Review and Confirm Stop Payment

The screenshot shows a web application window titled "New Stop Payment" with a red question mark icon. The "Review" tab is selected in the top navigation bar, which also includes "Enter" and "Finish" tabs. The form contains the following information:

Add Stop Payment for Account:	Accounts Payable
Check Date:	04/23/2008
Start Check Number:	100234
End Check Number:	0
Begin Amount:	\$500.00
End Amount:	\$0.00
Payee:	John Q. Public
Remarks:	Lost Check

At the bottom of the form, there are two red buttons: "Edit" and "Confirm".

Review the Stop Payment information. Click **Edit** to change the information, or **Confirm** to complete the setup of the Stop Payment.

This screenshot shows the same "New Stop Payment" form with the "Review" tab selected. The information is identical to the previous screenshot. Below the "Remarks" field, there is a "Signature:" label followed by a horizontal line for a signature. At the bottom center, there is a red button labeled "Add Another Stop".

Follow your bank's procedures for verifying the Stop Payment. Click **Add Another Stop** to enter another Stop Payment, or click **Current** in the navigation menu to review existing Stop Payments.

NOTE: You must contact your bank to revoke any Stop Payments.

Statements

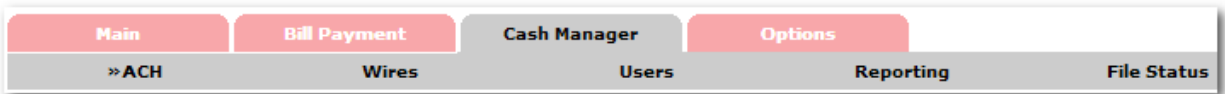
Statement Date	Description	Select Format to View
09/15/2006	This is your statement	Select option...
08/15/2006	This is your statement	Select option...
07/14/2006	This is your statement	Select option...

Statement History is available for 365 days. Statements are available in three formats:

- PDF
- Text
- HTML

Use the drop-down menu next to a statement to choose the viewing format. Select a different account from the **View Statements for** drop-down menu to view a statement for another account.

Cash Manager




The Cash Manager tab contains all of the Cash Management functionality, including:

- ACH
- Wires
- Account Recon/Positive Pay
- User Administration
- Reporting
- File Status (for uploaded files)

ACH

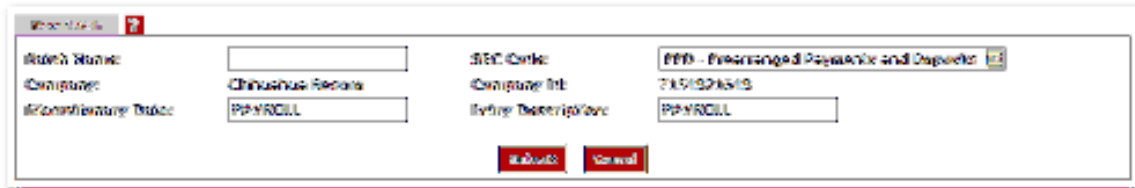
PROCEDURES – Create an ACH Batch

Step 1: Create New Batch. From the main ACH Batch List page, select the company for which the batch is being created.



A screenshot of a web form showing a dropdown menu. The text 'Create new batch for:' is followed by a dropdown box. The dropdown is open, showing a list of options: 'Select Company' (highlighted), 'COOK4FUN', and 'PUMPERNICKEL CO'.

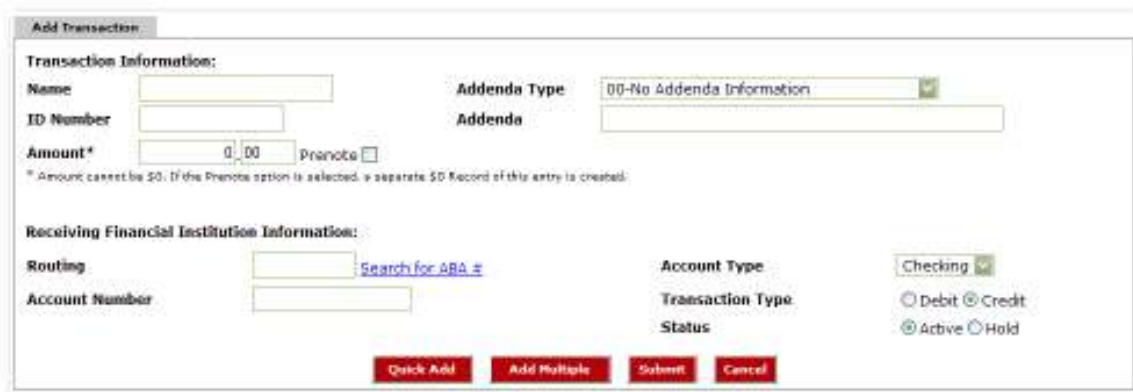
Step 2: Batch Header. Enter batch header information.



A screenshot of a web form titled 'Batch Header'. It contains several input fields and buttons. The fields are: 'Batch Name' (empty), 'Company' (filled with 'CHRISTIAN RECORDS'), 'Batching Method' (filled with 'PUMPERNICKEL'), 'SEC Code' (filled with 'PFF - Prearranged Payments and Deposits'), 'Company ID' (filled with '765026410'), and 'Batch Description' (filled with 'PUMPERNICKEL'). There are 'Add' and 'Cancel' buttons at the bottom.

Step 3: Create Transactions. There are three ways to add transactions; individually, by entering multiple records and by using Import Records (not commonly used.)

When adding a transaction individually the user may enter addenda information (if applicable) and search for an ABA number.



A screenshot of a web form titled 'Add Transaction'. It contains several sections and input fields. The 'Transaction Information' section includes 'Name' (empty), 'ID Number' (empty), 'Amount*' (filled with '0.00'), and a 'Prenote' checkbox. The 'Addenda' section includes 'Addenda Type' (filled with '00-No Addenda Information') and 'Addenda' (empty). The 'Receiving Financial Institution Information' section includes 'Routing' (empty), 'Account Number' (empty), and a 'Search for ABA #' link. The 'Account Type' section includes 'Account Type' (filled with 'Checking'), 'Transaction Type' (radio buttons for 'Debit' and 'Credit', with 'Credit' selected), and 'Status' (radio buttons for 'Active' and 'Hold', with 'Active' selected). There are 'Quick Add', 'Add Multiple', 'Submit', and 'Cancel' buttons at the bottom.

Step 3 (alternate): Add Multiple Records is a quick way to create transactions. It allows up to 15 records to be added at a time.

Add Transaction

Transaction Information:

Name Addenda Type

ID Number Addenda

Amount* Prenote ☐

* Amount cannot be \$0. If the Prenote option is selected, a separate \$0 Record of this entry is created.

Receiving Financial Institution Information:

Routing [Search for ABA #](#) Account Type

Account Number Transaction Type ☐ Debit ☒ Credit

Status ☒ Active ☐ Hold

Quick Add **Add Multiple** **Submit** **Cancel**

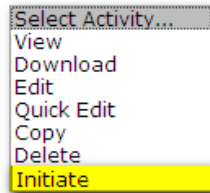
Data is limited to Credit/Debit Account, ABA, ID Number, Name, Amount and Checking or Savings designation.

To add addenda information or use ABA lookup, first add the record here then use the **Edit Transaction** feature.

Multi-Transaction Entry / Test ☐ Prenote *

	Name	ID #	Routing #	Account #	CHK	Seq	* Amount	DR	CR
1					<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>
2					<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>
3					<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>
4					<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>
5					<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>

Step 4: Initiate Batch. Select **Initiate** from the drop down menu. Initiate is only available if the batch is in balance.



Select the effective date from the drop down box (only dates available for selection will display.)

Name	ID Number	Account	Routing	Amount	CR/DR	Held
Debbie Wood	3213210231	0321051231		\$700.00	CR	
Pete Hopkins	320321023	654321231		\$500.00	CR	Y
Offset	321230231	3		\$700.00	DR	

Total Debits: \$700.00 Total Credits: \$700.00

Select Effective Date: Wednesday, April 30, 2008
Reset amounts to \$0.00 after processing batch: ☐

Initiate **Cancel**

Batch List: Batches already created/uploaded in Dart Express Net. Batches will remain on the system to be used as templates.

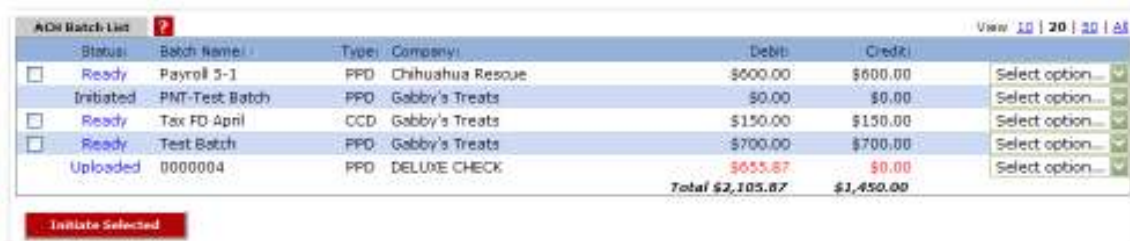
ACH Statuses:

Ready: Batch can be edited. If in balance it may also be initiated.

Uploaded: Batch has been uploaded or transactions imported.

Initiated: Batch has been sent to Financial Institution.

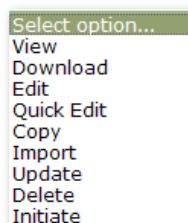
Processed: Financial institution has moved batch to ACH warehouse.



Status	Batch Name	Type	Company	Debit	Credit	
<input type="checkbox"/> Ready	Payroll 5-1	PPD	Chihuahua Rescue	\$600.00	\$600.00	Select option...
<input type="checkbox"/> Initiated	PNT-Test Batch	PPD	Gabby's Treats	\$0.00	\$0.00	Select option...
<input type="checkbox"/> Ready	Tax FD April	CCD	Gabby's Treats	\$150.00	\$150.00	Select option...
<input type="checkbox"/> Ready	Test Batch	PPD	Gabby's Treats	\$700.00	\$700.00	Select option...
<input type="checkbox"/> Uploaded	0000004	PPD	DELUXE CHECK	\$655.87	\$0.00	Select option...
				Total	\$2,105.87	\$1,450.00

Initiate Selected

Quick Initiate: Select the checkbox for balanced batches and click **Initiate Selected**.



View: List of transactions within batch.

Download: Export batch to PDF or NACHA file format.

Edit: Change or add transactions to the batch.

Quick Edit: Change transaction dollar amounts, place hold on specific transactions. This option is commonly used when editing a payroll batch, where only the amount of the transaction changes.

Copy: Creates an exact duplicate of the selected batch.

Import (optional): Upload transactions from CSV, Tab-Delimited, Fixed Position or NACHA files.

Update (optional): Upload new dollar amount using Employee ID as matching field; will not create new transactions.

Delete: Remove batch from the system. If the batch is in initiated status, it will also delete batch from Financial Institution.

Initiate: Send batch information to financial institution for processing. Initiate only displays as an option if the batch is in balance.

Upload: Allows Cash User to upload a NACHA file into Dart Express Net. File must have .ach extension.

Tax Payments: Send federal and/or state taxes (if enabled by FI) via ACH. User must already be registered with the EFTPS to use this option.

History: Displays ACH batches that have been initiated by the customer and processed by the Financial institution. Clicking **View** displays the transactions within the batch.

Search: Search and display any transactions within all batches that match the search criteria. Cash User can then edit/delete the transactions if needed.

ACH Import (Optional)

Step 1: Establish Import Layout: If the Import Transactions option is activated, the user must populate the format layout here. In the example below a translation table is established for a CSV file. The user “tells” Dart Express Net which of the spreadsheet columns contain the Name, ID Number, etc.

The screenshot shows a window titled 'Select Option - Payroll 5-1'. At the top, there is a dropdown menu labeled 'Select Option' with 'Format for CSV file Layout' selected. Below this, there are several input fields for mapping spreadsheet columns to specific data points. The fields are arranged in two columns: 'Name', 'ID Number', 'Account Number', 'Routing Number', 'Transaction Type', 'Checking Equate', 'Savings Equate', 'Credit Equate', and 'Debit Equate'. Each field has a small icon next to it, likely representing a spreadsheet column. At the bottom, there are two buttons: 'Import' and 'Cancel'.

Step 2: Select **Import** from the Select Option drop down box.

Step 3: Select **Import File Type**.

Step 4: **Browse** for file.

Step 5: Click **Import**.

The screenshot shows a window titled 'Import File - Payroll 5-1'. It contains instructions for importing a file. The first instruction says: 'Select the type of file you want to import to identify the field and position placement of your file. Once this layout is established, this format will be the default for imported files of this type.' The second instruction says: 'Enter the name of the file you wish to import (some browsers will provide a Browse button to help you find the file). Click the Import button. If you are consistently having trouble importing your ACH import file, you may want to try another importing method by clicking [here](#).' Below the instructions, there is a dropdown menu labeled 'Import File Type:' with 'Select Format' selected. To the right of the dropdown is a 'Browse...' button. Below the dropdown and 'Browse...' button is an 'Import' button.

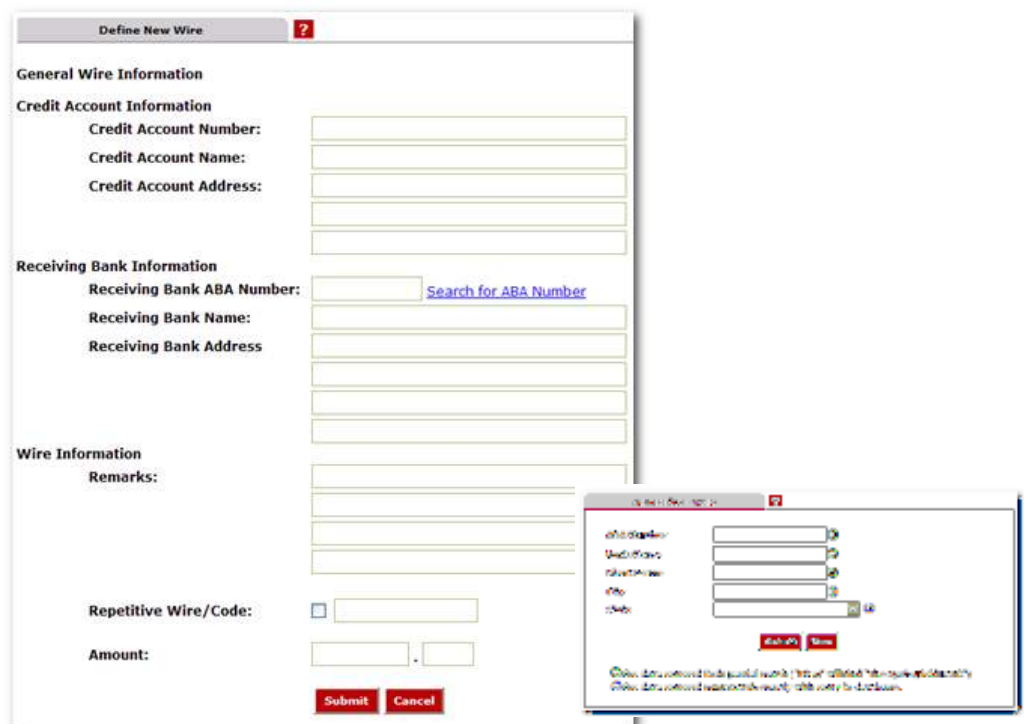
Wires



The navigation bar features four main tabs: Main, Bill Payment, Cash Manager, and Options. Under the Cash Manager tab, there are sub-tabs: ACH, Wires, Users, Reporting, and File Status. The Wires sub-tab is currently selected, showing options for Transmit Wires, Edit/Add, and History.

PROCEDURES – Add a Wire Transfer

Step 1: Edit/Add. Choose the account for which you are adding the wire in the **Create a new wire from** drop-down menu.



The 'Define New Wire' form is divided into several sections for data entry:

- General Wire Information:** Includes a 'Credit Account Information' section with fields for Credit Account Number, Credit Account Name, and Credit Account Address.
- Receiving Bank Information:** Includes fields for Receiving Bank ABA Number (with a 'Search for ABA Number' link), Receiving Bank Name, and Receiving Bank Address.
- Wire Information:** Includes a 'Remarks' section with multiple text input lines.
- Repetitive Wire/Code:** A checkbox and a text field.
- Amount:** A text field with a decimal separator.

At the bottom of the form are 'Submit' and 'Cancel' buttons. A smaller, partially visible window titled 'Create New Wire' is shown in the bottom right corner, containing similar fields and a 'Submit' button.

Step 2: Fill in the fields for the new wire:

- **Credit Account Number:** The account that will receive the wired funds.
- **Credit Account Name:** The name on the account receiving the wired funds.
- **Credit Account Address:** The address of the Credit Account.
- **Receiving Bank Information:** Enter the ABA number of the Financial Institution where the Credit Account is held. Use the Search for ABA Number feature to search for the Credit FI.

Selecting an ABA from the Search for ABA Number option will populate all remaining Receiving Bank Information fields.

- **Wire Information/Remarks:** Enter any information regarding the Wire Transfer. Comments can include processing instructions, invoice numbers, or any other text/numeric data.
- **Repetitive Wire/Code:** If the wire transfer should be saved as a template, click the checkbox for Repetitive Wire and assign a repetitive wire code (up to 6 characters). Wires that are not designated as Repetitive will automatically be removed from the system once transmitted and processed.

PROCEDURES – Transmit a Wire Transfer

To transmit a wire use the **Transmit** option.

Step 1: Select the checkbox to the left of the wire and choose **Transmit Selected**, or choose the **Transmit** link to the right.

Wire Number	Wire Amount	Wire Date	Wire Amount	Wire	Receiving Bank Name	Receiving Bank
<input checked="" type="checkbox"/> 1001	1	1/1/2017	\$1,000.00	Y	10010000	10010000
Transmit Selected						

Step 2: Enter your Wire Password and click **Transmit**.

Wire Password	<input type="password"/>	<input type="button" value="Transmit"/>
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Wire Number	Wire Amount	Wire Date	Wire Amount	Wire	Receiving Bank Name	Receiving Bank
1001	1	1/1/2017	\$1,000.00	Y	10010000	10010000

Wire Processed

Transmitted wires display on the Transmit Wires page in an Initiated Status.

Wire Statuses: A Dart Express Net wire will be in one of the following statuses.

Pending: The wire can be edited, deleted or initiated.

Initiated: Cash User has sent the wire to Financial Institution.

Processed: Financial Institution has taken the option to process wire.

Ready: Wire needs dollar amount added to initiate.

History: View processed wires.

ARP Interface Menu Bar:

- View Items
- Upload Items
- Reconcile
- Print Checks
- Reconciling Accounts Payable
- Reconciling Payroll

ARP

Upload issued items file to Financial Institution and work exception items.

Items: Cash User will decide whether to pay or return check items that do not match items in the issued items file.

Check Number	Amount	Pay	Details
124	\$465.00	<input type="checkbox"/>	Details
1234	\$500.00	<input type="checkbox"/>	Details
123	\$550.00	<input type="checkbox"/>	Details

Submit

View link allows Cash User to view more information about the item, not an image of the check.

View Details

- Account Number: 123456789
- Check Number: 123
- Amount: \$465.00
- Exception Reason: Manual
- Upload File: 123456789
- Upload Date: 08/08/08
- Upload Time: 10:00:00

Return

Upload: Cash User will browse for the issued items file to be uploaded into Dart Express Net. Cash User can upload either a Fixed Position or CSV file. Cash User can also manually enter in items.

Upload Positive Pay Files

Select the type of file you want to upload to identify the field and position placement for your file. Once this layout is established, this format will be the default layout for uploaded files of this type.

Enter the name of the file you wish to upload (some browsers will provide a Browse button to help you find the file). Click the Upload button. If you are consistently having trouble uploading your ARP Upload file, you may want to try another uploading method by clicking [here](#).

Upload file for: Full Recon PosPay

Upload File Type: Select option...

Select File: Browse...

Upload

Manual Entry

Enter in issued items information directly into Dart Express Net without uploading a file. On Upload screen select Manual Entry from the Type drop down menu. Enter in the check number, issued date, check amount and payee.

Edit Upload Format: If Cash User is uploading a Fixed Position or CSV file they will need to establish where within their file various fields of information are contained. *Note: Item number and item amount are required fields.

Fixed Position:

CSV:

Steps for Uploading an ARP file

Step 1: Select type of file.

Step 2: Browse for file. Click **Upload**.

Step 3: Click on **View Details** link to review items.

File Name	Account	Type	File Type/Format	Uploaded Date	Status
Sample CSV.csv	Current	ARP	Full Recon PostPay	0-3/25/2008	View Details

[Go Back to List](#)

Step 4: Verify the item information is correct. Select **Approval**. A file must be approved prior to uploading another issued items file.

Grantee	Check Number	Check Date	Payee	Amount
Thompson	0000000000	01/01/98	State Bank and Trust Co.	\$2.00
Stinson	0000000001	01/01/98	2nd Chance	\$2.00
Thompson	0000000002	01/01/98	2nd Chance	\$2.00
Stinson	0000000003	01/01/98	State Bank	\$2.00
Total: 4 Checks				\$8.00

Users

PROCEDURES – Set up a new Cash User

Step 1: Select **Users** from the **Cash Manager** tab. Click **New CM User**.

The screenshot shows the 'Cash Manager' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'ACH', 'Wires', 'Users', 'Reporting', and 'File Status'. The 'Users' tab is active, and the 'New CM User' button is circled in red. Below the navigation bar, there is a 'Cash User Listing' table with columns for 'User Name', 'User ID', and 'Status'. The table contains two rows: 'Jennifer Kesler' with 'admin' status and 'Gretchen' with 'OK' status. A 'Select option...' dropdown is visible next to each row. The email address 'NetTellerSupport@EducationBank.com' is displayed in the top right corner.

Step 2: Complete the User Settings.

The screenshot shows the 'Cash User Settings' form. It contains fields for 'User Name', 'User ID', 'Administration' (a dropdown menu with 'No' selected), 'Password', and 'Wire Password'. There are checkboxes for 'Allow User Download' (checked), 'Hold User' (unchecked), and 'E-mail Address'. Below these are fields for 'Daily ACH Limit', 'Transfer Limit', and 'Per Wire Limit'. At the bottom, there are checkboxes for 'Display/Download ACH', 'Full ACH Control', 'Initiate ACH', 'Edit ACH', 'Upload ACH', 'Delete ACH', 'Import Transaction', 'Update Transaction', and 'Restricted Batch Access'. 'Submit' and 'Cancel' buttons are at the bottom left.

User Name: Name of Cash User.

User ID: Sign on for Cash User.

Administration:

No: Cannot create/edit Cash Users. Cannot change settings.

Yes: Full administrative rights. Can create/edit Cash Users and change settings (alias, password, email and account settings.)

Partial: Can change Dart Express Net settings (alias, password, email and account settings) but cannot create/edit Cash Users.

View: View-only authority. Cannot change any settings or Users.

Password: Establish a password for the Cash User. System will prompt the user to change the password at initial login and when password is reset.

Wire Password: 4-digit number needed to transmit a wire transfer to bank.

Allow User Download: Download and print prior day activity.

Hold User: If selected, user will not be able to log in. If user exceeds maximum login attempts, this box becomes checked. Uncheck the box and click Submit to unlock the user.

E-mail Address: User's email address. May only be modified by full administrator.

Daily ACH Limit: Maximum amount user can initiate per day.

Transfer Limit: Maximum amount Cash User can transfer between accounts per transfer.

Per Wire Limit: Maximum amount user can transmit per wire.

Display/Download ACH: View batch details and download batch to .PDF or NACHA format.

Full ACH Control: Dual control setting for ACH. Allows Cash User to take multiple actions within a batch without requiring action from a second Cash User.

Restricted Batch Access: Cash User can view and work with restricted batches.

Work with ACH: Create/edit ACH batches and transactions.

Upload ACH: Upload NACHA files into ACH.

Initiate ACH: Send batch to Financial Institution for processing.

Delete ACH: Remove ACH batch from system.

Import Transaction: Upload transaction file into system (CSV, Fixed Position, tab delimited and NACHA).

Update Transaction: Upload transaction file into ACH. Will change dollar amount only for matching transactions. Will not create new transactions.

Step 4: Complete the Default Settings.

The image shows two overlapping windows from a software application. The top window is titled "Cash User Setting" and has a red question mark icon. It displays settings for a user named "admin". There are three columns of checkboxes. The first column contains: Transaction Inquiry (checked), Statement Inquiry (checked), Current Day Balance (checked), Prior Day Balance (checked), Stop Inquiry (checked), and Stop Additions (checked). The second column contains: Define Non-Rep Wires (checked), Edit Non-Rep Wires (checked), Define Rep Wires (checked), Edit Rep Wires (checked), Transmit Wires (checked), PowerPay (checked), and View Rates (unchecked). The third column contains: Upload Positive Pay (unchecked), Work Positive Pay Items (unchecked), Download ARP File (unchecked), Upload ARP (unchecked), Work ARP Items (unchecked), Transfers (checked), and Order Checks (checked). The bottom window is titled "Select Accounts" and also has a red question mark icon. It contains three columns of checkboxes. The first column contains: Select All (unchecked), Inventory (checked), and Accounts Payable (checked). The second column contains: Payroll (checked) and Missouri Offices (checked). The third column contains: Operations (checked) and Kansas Offices (checked). At the bottom of this window are two buttons: "Submit" and "Cancel".

Transaction Inquiry: View list of transactions

Statement Inquiry: View available Dart Express Net statements.

Current Day Balance: View current balance and activity totals.

Prior Day Balance: View balance and activity totals as of previous business day.

Stop Inquiry: View information on existing stop payments.

Stop Additions: Enter new stop payments.

PowerPay: Access bill pay module.

Define Non-Rep Wires: Create new single wire transfers.

Edit Non-Rep Wires: Modify/delete single wire transfers.

Define Rep Wires: Create wire templates.

Edit Rep Wires: Modify/delete wire templates.

Transmit Wires: Initiate wire to Financial Institution for processing.

Full Wire Control: Dual control for wires. Allows Cash User to take multiple actions within a wire without requiring action from a second Cash User.

View Rates: View Financial institution's interest rates if turned on.

Upload Positive Pay: Send issued items file to Financial Institution.

Work Positive Pay Items: Make decisions to pay/return exception items.

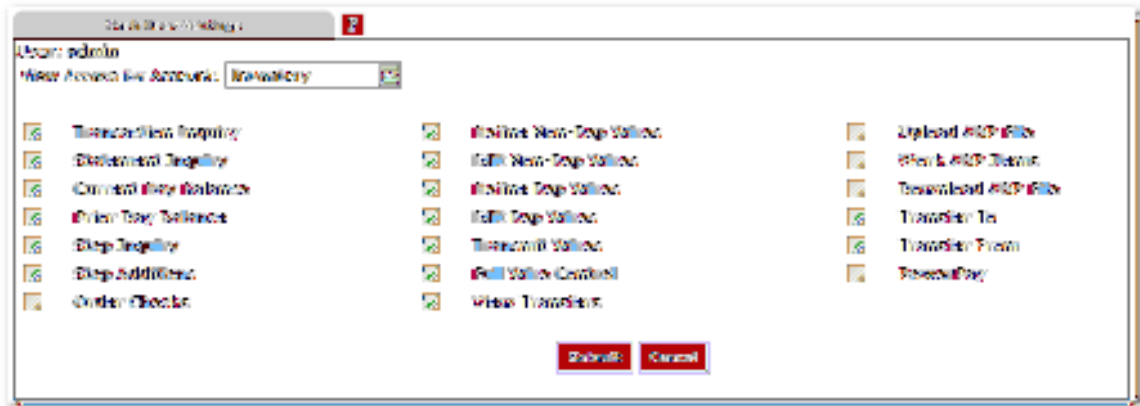
ARP Options: Does not apply to 20/20.

Transfers: Move money between accounts.

Order Checks: Reorder checks if Financial Institution has functionality turned on.

Select Accounts: Choose accounts that Cash User will have access to.

Step 5: Complete Account Settings (option must be turned on for Financial Institution).



View Access for Account: Select the account to work with.

Edit Access Rights: Modify Default Access Rights for account.

Reporting

Prior Day: Displays balance information, float information and activity totals for previous business day.

Current Day: Displays balance information and activity totals for current business day.

Current Day Information		?	
Current Account Information			
Operations / Chihuahua Rescue			
As of Date..... January 26, 2007		Current Day Activity	
		Debits	Credits
Available Balance....	488,387.10		ACH Items
Collected Balance....	3,497.44-	0.00	0.00
Ledger Balance.....	488,387.10		
Hold Amount.....	0.00		
		Inclearing	
		0.00	0.00
		Over-the-counter	
		8,715.46	500,600.00
		Wires	
		0.00	0.00
		Transfers	
		0.00	0.00
		Total	
		8,715.46	500,600.00
Current Day Activity		938,987.10	

Position: Displays balance information and transactions that posted to the account on the previous business day. All accounts will display.

Download Cash User ?

To download:

1. Right-click the link below.
2. Select **Save Target As...** from the menu.
3. Use the dialog box to save the file in the folder you wish.

To view:

1. Left-click on the link below.

[Cash Management data](#)

File Status

File status tab displays all files that have been uploaded into the system and the status of the upload. This option shows both ACH and ARP files. The files drop off this list after 7 days.

Uploaded Files ?					
File Name:	Format:	Type:	Related Account:	Upload Date: ▾	Status:
kenny.ach	NACHA	ACH	N/A	04/22/2008	Uploaded
Refresh List					

Options

Manage email addresses and passwords, account settings, display settings, and alerts.

Main	Bill Payment	Cash Manager	Options
»Personal	Account	Display	Alerts

Personal: Edit alias, passwords, company email address and Personal Question and Answer (used for Password Self Reset).

Modify Personal Settings		?
Current Email Address:	jkesler@jackhenry.com	
Change Email Address:	<input type="text"/>	
Reenter New Email Address:	<input type="text"/>	
Password Reset Question:	college town	
Password Reset Answer:	fayetteville	
Modify Login Information		
NetTeller ID	jen cm	
Enter New	<input type="text"/>	NOTE: IDs must include at least one letter. Can not start with a number.
Enter New Again	<input type="text"/>	
NetTeller Password	Enter Current	<input type="text"/>
	Enter New	<input type="text"/>
	Enter New Again	<input type="text"/>
Cash Management Password:	Enter Current	<input type="text"/>
	Enter New	<input type="text"/>
	Enter New Again	<input type="text"/>
Cash Management Wire Password:	Enter Current	<input type="text"/>
	Enter New	<input type="text"/>
	Enter New Again	<input type="text"/>

Account: Edit account pseudo names and change the order in which accounts display on account listing page.

Modify Account Settings		?
Order:	Current Pseudo Name:	New Pseudo Name:
<input type="button" value="Move"/>	Inventory	<input type="text"/>
<input type="button" value="Move"/>	Payroll	<input type="text"/>
<input type="button" value="Move"/>	Operations	<input type="text"/>
<input type="button" value="Move"/>	Accounts Payable	<input type="text"/>
<input type="button" value="Move"/>	Missouri Offices	<input type="text"/>
<input type="button" value="Move"/>	Kansas Offices	<input type="text"/>

Display: Edit default view settings.

Establish Display Defaults		?
Accounts:	<input type="radio"/> 5 <input checked="" type="radio"/> 10 <input type="radio"/> 20 <input type="radio"/> 50 <input type="radio"/> 100 <input type="radio"/> All	
Transactions:	<input type="radio"/> Since Last Statement <input type="radio"/> Last 7 Days <input type="radio"/> Last 15 Days <input checked="" type="radio"/> Last 30 Days <input type="radio"/> Search History	
Bill Pay History:	<input type="radio"/> All History <input type="radio"/> Last 7 Days <input type="radio"/> Last 15 Days <input checked="" type="radio"/> Last 30 Days <input type="radio"/> Search History	
ACH Batches:	<input type="radio"/> 10 <input type="radio"/> 20 <input checked="" type="radio"/> 50 <input type="radio"/> 100	
ACH Transactions:	<input type="radio"/> 10 <input type="radio"/> 20 <input checked="" type="radio"/> 50 <input type="radio"/> 100	
Wires - Transmit:	<input type="radio"/> 10 <input type="radio"/> 20 <input checked="" type="radio"/> 50 <input type="radio"/> 100	
Wires - Edit/Add:	<input type="radio"/> 10 <input type="radio"/> 20 <input checked="" type="radio"/> 50 <input type="radio"/> 100	
Transfer History:	<input type="radio"/> Last 7 Days <input type="radio"/> Last 15 Days <input checked="" type="radio"/> Last 30 Days <input type="radio"/> Search History	
ACH History:	<input type="radio"/> Last 7 Days <input type="radio"/> Last 15 Days <input checked="" type="radio"/> Last 30 Days <input type="radio"/> Search History	
Wire History:	<input type="radio"/> Last 7 Days <input type="radio"/> Last 15 Days <input checked="" type="radio"/> Last 30 Days <input type="radio"/> Search History	
Download Lines:	<input type="radio"/> One Line <input type="radio"/> Two Lines <input type="radio"/> Three Lines <input checked="" type="radio"/> All Lines	
Transfer Confirmation:	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Alerts: Set up Event Alerts, Balance Alerts, Item Alerts and Personal Alerts.

Current Event Alerts		?	Edit Event Alerts
When the following Occurs:		Alert me:	
There are currently no Event Alerts set up.			
Current Balance Alerts		?	Add Balance Alerts
When Balance In:	Goes:	Amount:	Alert Me:
There are currently no Balance Alerts set up.			
Current Item Alerts		?	Add Item Alert
When Item number clears:	Account:	Alert Me:	
There are currently no Item Alerts set up.			
Current Personal Alerts		?	Add Personal Alert
On the following date:	Remind me of:	Alert me:	
There are currently no Personal Alerts set up.			